



Cultural Affairs Assistant (Auckland)

The Embassy of the United States of America in Wellington invites applications for a full time Cultural Affairs Assistant position at the Consulate General in Auckland.

The Cultural Affairs Assistant oversees the U.S. Cultural Affairs program for the Auckland Region. S/he will develop and maintain contacts within a variety of diverse non majority communities and will be the primary contact and advisor on public opinion and issues of concern to the United States within these communities.

To be successful in the role you will have a minimum of 1-2 year's experience dealing with a cross section of ethnic and non majority groups in New Zealand, in the field of cultural program development, with an emphasis on planning and promotion of cultural programs and exchanges – through traditional formal group presentations and social media.

You must have exceptional customer service skills, be able to work independently, manage your time well and be highly organized as the role involves constantly changing priorities. You must demonstrate an ability to develop and maintain key contacts within relevant cultural sectors, institutions and organizations. You will be competent with MS Office applications, including Word and Outlook, and have the knowledge and ability to work with social media platforms such as Facebook, Twitter, and flickr, etc.

An ability to maintain confidentiality is essential and a professional and mature attitude is critical as you will deal with the public regularly. A valid driver's license is required to be considered for this position.

You must be either a New Zealand citizen or hold permanent New Zealand residency to be eligible to apply for this position. All employees of the US Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html.

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

Please address correspondence to: HR Specialist, Embassy of the U.S.A., P.O. Box 1190, Wellington 6140.

The starting salary for this position is NZ\$60,582 gross per annum.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

Applications close at 9am on Tuesday 29 May, 2012.